

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV04111583
POSITION NO: 243601
POSITION TITLE: _____

DATE POSTED: 03/14/16
CLOSING DATE: 03/25/16

Office Specialist

DEPARTMENT NAME / WORKSITE: Office of Hearing and Appeals / Window Rock, AZ

WORK DAYS: M - F REGULAR FULL TIME: ☒ GRADE/STEP: AB58A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 24,128.00 PER ANNUM

SEASONAL: ☐ DURATION : _____ \$ 11.60 PER HOUR

TEMPORARY: ☐ _____

DUTIES AND RESPONSIBILITIES:

Answers telephone, routes calls, and/or take messages; greets and refers visitors to appropriate staff; responds to routine inquiries that requires judgment in determining the type of information that may be released; provides function specific information, instructions and forms; types routine correspondence, reports, labels and forms; maintains electronic and/or hard copy filing system by setting up files, filing new documents, purging and updating. Receives, date stamp, logs in, sorts and distributes incoming and out going mail; responds to request for photocopies; prepare and transmit facsimiles; receives and processes employee and office related forms and/or documents; enters data into database; monitors, order, stock, distribute office supplies, inventory and equipment; tracks and maintains records and status of processes used in department; follow up on processes or items as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High school diploma or GED; supplemented by college courses in general office procedures; and one (2) years general office or related experience.

Preferred Qualifications:

- An Associate's degree in Business or Accounting.
- Proficient in Microsoft Office software or other computer applications.
- FMIS Certification

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of basic clerical and office support practices and procedures. Knowledge of a variety of computer software, word processing, database and spreadsheet applications. Skill in preparing a variety of records, reports and correspondence using standard computer software. Skill in maintaining filing and records system. Skill in operating office equipment, including computer programs. Skill in applying judgment in the release of and safeguarding confidential information. Skill in English composition, grammar and punctuation. Skill in preparing clear and comprehensive reports. Skill in following oral and written instructions. Skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.